# Completing Your DUINs OER

## Section 1:

UNIT = Name of Your Institution

Current Form is:
CG-5310A for CWO-LTJG
CG-5310B for LT-LCDR
Rev. 10-06 w/ Employee ID

ATU-OPFAC = 98-70098

**OFFICER EVALUATION REPORT (OER)**

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-5310A (Rev. 10-06)

Validation:

**1. ADMINISTRATIVE DATA**

| a. NAME (Last) | (Initials) | b. EMPLID | c. GRADE | d. DATE OF RANK (YYYY/MM/DD) | e. DATE REPORTED (YYYY/MM/DD) |
|---|---|---|---|---|---|
| COASTIE | U. S. | 1234567 | O2 | 2007/01/15 | 2007/01/16 |

| f. UNIT | g. ATU-OPFAC | h. DAYS NOT OBSERVED |
|---|---|---|
| TRACEN CAPE MAY UNIVERSITY | 98 - 70098 | LV 00   OTHER 00 |

| i. PERIOD OF REPORT (YYYY/MM/DD) | j. OCCASION FOR REPORT (Mark only one) | k. EXCEPTION REPORT | l. DATE SUBMITTED |
|---|---|---|---|
| 2007/01/16 to 2007/06/30 | ● Annual/Semiannual  ○ Detachment/Change of Reporting Officer  ○ Detachment of Officer  ○ Promotion | ○ Special  ○ Concurrent | 2007/06/16 |

OCCASION FOR REPORT =
Annual/Semiannual for normal reporting
Detachment of Officer for program completion

PERIOD OF REPORT =
First date MUST FOLLOW last OER ending period
Second date usually 01/31 for biannual or 06/30 for bi/annual

DAYS NOT OBSERVED usually = 00 for LV & OTHER
  - First OER's may show leave and travel time from transfer

Note:  If 1.e (Date Reported) does not equal first date of 1.i. (Period of Report), it MUST BE REFLECTED HERE

## Section 2:

PRIMARY DUTY = *MUST HAVE* DUINS

**2. DESCRIPTION OF DUTIES:** List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).

PRIMARY DUTY: DUINS

DUINS:  Tracen Cape May University
DUINS TITLE:  Naval Engineering Technology
DEGREE:  Associates of Science, Mechanical Engineering Technology
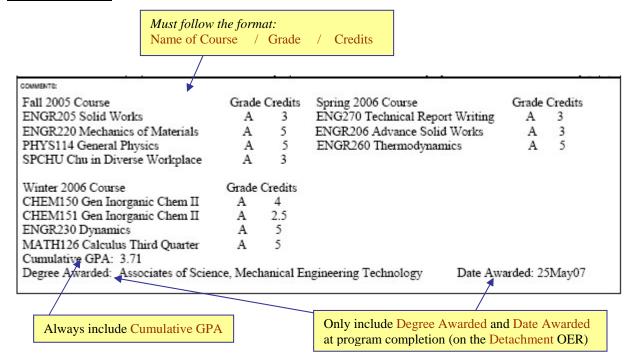
ATTACHMENTS:

*Must follow this format:*
DUINS:  The name of your college
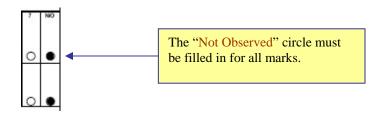DUINS TITLE:  The name of your CG program, i.e. "Information Technology" (* see below)
DEGREE:  Type of degree and name of major, i.e. "Masters of Science in Information Technology"

## Section 3:

> *Must follow the format:*
> Name of Course      /   Grade      /    Credits

COMMENTS:

| Fall 2005 Course | Grade | Credits | Spring 2006 Course | Grade | Credits |
|---|---|---|---|---|---|
| ENGR205 Solid Works | A | 3 | ENG270 Technical Report Writing | A | 3 |
| ENGR220 Mechanics of Materials | A | 5 | ENGR206 Advance Solid Works | A | 3 |
| PHYS114 General Physics | A | 5 | ENGR260 Thermodynamics | A | 5 |
| SPCHU Chu in Diverse Workplace | A | 3 | | | |

| Winter 2006 Course | Grade | Credits |
|---|---|---|
| CHEM150 Gen Inorganic Chem II | A | 4 |
| CHEM151 Gen Inorganic Chem II | A | 2.5 |
| ENGR230 Dynamics | A | 5 |
| MATH126 Calculus Third Quarter | A | 5 |

Cumulative GPA: 3.71

Degree Awarded:  Associates of Science, Mechanical Engineering Technology        Date Awarded: 25May07

> Always include Cumulative GPA

> Only include Degree Awarded and Date Awarded at program completion (on the Detachment OER)

** NOTE:  You must include ALL courses taken in the period regardless of grade or standing (such as withdrawal, incomplete, etc.)

## All Sections:

> The "Not Observed" circle must be filled in for all marks.

## Sections 6, 11, 12 - Signatures:

For Supervisor Authentication (6.a.), Reporting Officer Authentication (11.a), and Reviewer Authentication (12.a):  **Leave blank**, CG-481 will complete

## Sections 13 – Return Address:

Ensure filled out

## *  DUINs Titles:*

Advanced Computer and Electronics Technology
Aeronautical Engineering – Avionics
Aeronautical Engineering – MSIA
Aeronautical Engineering - Structures
Civil Engineering
Civil Engineering (MBA)
Computers, Communications and Electrical Engineering
Industrial Management
Information Technology
Naval Engineering
Naval Engineering Technology
Ocean Engineering